

AMHERST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 24, 2017
Secretary's Report

Present: Carolyn Giambra, Elizabeth Hofmeister, Ronald Kern, Jeffrey Voekl Julie Anain, Marjorie Zelman

Excused Absence: Marjorie Franknecht, Penny Wolfgang

Also Present: Deborah Bruch Bucki, Roseanne Butler-Smith, Donna Kerr

1) Call to Order

Meeting called to order by Mr. Voekl at 4:26 pm at the Audubon Library.

2) Approval of Minutes

The minutes of the April 26, 2017 meeting were approved. Ms. Hofmeister motioned for approval, Ms. Zelman seconded the motion. Approved by all.

3) Approval of Agenda

The agenda for today's meeting was unanimously approved.

4) Public Comment

None

5) President's Report

None

6) Town of Amherst Council Member's Report

Ms. Bucki presented hand-outs to all present regarding the resolution for the Parking Lot Task Force in the Village of Williamsville.. Ms. Butler-Smith will be part of the task force as it concerns the Williamsville Library. A meeting of the task force will be set up after June 12 by Ms. Bucki.

Mr. Voekl suggested "Health Awareness" for Town employees as a method of alleviating parking concerns. Encourage employees to walk, use stairs and park farther from Town Hall to open parking spots for Town residents using Town Hall to pay taxes, etc.

Ms. Bucki spoke about the Diversity Task Force which she chairs. Mary Lou Kinyon, Audubon Library Manager attended the meeting. Ms. Butler-Smith suggested using display boards at the Amherst libraries to promote diversity. She also suggested using Amherst Library community rooms for lectures. Ms. Butler-Smith suggested a "Bread Book" program (food as a tool for diversity) to be further discussed as a joint program between the Town and the Amherst Library.

7) Director's Report

A.) Upcoming vacation

While Ms. Butler-Smith is on vacation for 2 weeks Peter Arnold (Library Manager at Clearfield Branch) will be in charge for the first week. Mary Lou Kinyon (Library Manager at Audubon Branch) will be in charge the second week. .

B.) Civil Service Exam

Ms. Butler-Smith mentioned that there are potential problems with the recent civil service exams given by the County and taken by several of her current employees. The Sr. Library Clerk exam and the Library Associate exam were exactly the same. It has never been given like that before-always was a separate exam since the two job titles are different pay scales and responsibilities. Possibly one grievance has already been filed. New York State forced Erie County to give the same exam .

Also Librarian 1 and 2 civil service exams will be given in July and only offered every 4 years. Ms. Butler-Smith mentioned there were concerns about hiring a Librarian provisionally that can't take the exam for 4 years.

State weighs the Librarian test scores equally across the state starting with this summer's new tests. Many of Amherst's Staff are preparing for these exams.

8) Trustee's Report

None

9) Finances

A) 2017 Budget

i.) County bills paid -reviewed expenditures

ii.) Williamsville bills paid-reviewed expenditures

iii.) other bills paid-expenditures reviewed

Mr. Voekl called for action-all approved for bills to be paid.

B) Town of Amherst Budget

PO's to the Town were reviewed.

Ms. Butler-Smith also discussed a last minute item not on the agenda but needed review by the Board. Ms Butler-Smith had made several large orders for supplies for the Summer programs and the Reading program at all 4 libraries. She assured the Board that these incentives were needed to keep the programs attendance at high levels and encourage circulation at our 4 libraries.

Ms. Butler-Smith will email all Board members when the actual bills come due.

10) Buildings

None

11) Unfinished Business

A) Amherst Library By-laws Update

Ms. Butler-Smith informed the Board that at a meeting she attended it was discussed that regular monthly bills such as Erie County Water, mileage claims, etc. can be paid without Board approval. She will research the topic more and get back to the Board with a recommendation.

B) Petty Cash-

Ms. Butler-Smith asked for an increase in the amount of cash held as Petty Cash held at Audubon Library only due to the number of large bills patrons give us. Ms. Butler-Smith feels it is important to be able to take fine money at all times and to avoid possibly sending patrons home to charge online. Ms. Butler-Smith explained to disadvantage to our Libraries of not having enough change.

Mr. Kern motioned for approval and Ms. Zelman seconded, all approved. Audubon Library will keep \$300 in petty cash to make change for our patrons.

12) New Business

A) Board Meeting dates set for the remainder of 2017.

- July 6 @ Williamsville at 4:15pm (Thursday)
- August 8 @ Audubon at 4:15 pm (Tuesday)
- September 13 @ Eggertsville-Snyder at 4:15 pm (Wednesday)
- October 11 @ Clearfield at 4:15 pm (Wednesday)
- November 14 @ Williamsville at 4:15 pm (Tuesday)
- December 13 @ Audubon at 4:15 pm (Wednesday)

B) Maker Space Programs/Purchases

Ms. Butler-Smith explained Maker Spaces and the technology kits that needs to be purchased in order to set up programs for the public. Ms. Butler-Smith insured Board members that the kit would be shared between all 4 branches. One kit may cost as much as \$5000. But would bring in more children to our program. Other libraries have been successful with the addition of a Maker Space. Discussion ensued. Ms. Zelman called a motion to approve, Ms. Giambra seconded the motion, all approved.

13) Correspondence

None

14) Next Meeting

The next meeting of the Board of Trustees of the Amherst Public Library is scheduled for July 6 at 4:15pm at the Williamsville Branch Library.

15) Adjournment-

Mr. Voekl called for action. Ms. Zelman seconded.
Meeting adjourned at 5:16 pm.

the meeting was adjourned at 5:16 PM.